Lasso
Continuous Data Protection

Lasso CDP

Administration Tool Guide

August 2005, Version 1.6.1

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1 Introduction to Lasso CDP

Product Benefits

- **Zero touch continuous data protection (CDP)**
- **Eliminates need for notoriously unreliable tape systems**
- **Reduces downtime after failure from days or hours to minutes**
- **Provides hands free, hassle free local and offsite backup**
- **One-click instant recovery**
- **Plug-in-play installation**
- **Simple to use**
- **No maintenance / No manual intervention**
- **Anywhere, anytime access for increased productivity**
- **HIPAA Compliant**

What would happen if a business lost all its data?

Downtime after data loss costs the average business over $8,000 per day. Unfortunately, most businesses and remote offices with less than 100 employees backup with antiquated tape systems that are subject to human error, cumbersome, and notoriously unreliable. The facts tell more:

- Over 30% of IT costs are associated with backup;
- On average 20% of nightly tape-based backup jobs fail[1]; and
- 40% of dedicated, full-time IT Managers can't recover data from their tape backups[2]

As the value, complexity, and volume of business data increases, traditional fixed-schedule backup to tape or disk no longer provides adequate data protection. In addition to these challenges, traditional backup methods can not accommodate laptop and other mobile data that moves between home, business trips, partners, and clients.

Businesses and remote offices deserve the same robust backup, recovery, and data availability solutions as large enterprises.

Eliminate the Threats of Data Loss

Specifically developed for the business and remote office network, Lasso CDP provides real-time continuous data protection for servers, laptops, and PCs - both locally and offsite.

Lasso CDP is a zero-touch, hassle-free data protection solution that backs up data as changes occur and replicates them first locally and then to a secure offsite location. This real-time data protection guarantees the most current file and system backup possible. By combining the advantages of local disk-based backup (fast recovery) with offsite backup (insurance against local disasters), Lasso CDP is the first solution to eliminate (not just mitigate) exposure to threats of data loss.

As importantly, Lasso CDP is available to remote employees, partners, and clients by policies the IT administrator establishes using the same security technology implemented by major financial and government institutions.

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[1] Yankee Group, 2004
[2] InfoStor, 2004

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Product Features

Continuous Data Protection: Lasso CDP replicates data in real-time, capturing all new, changed and deleted information at any point in time. There are no backup windows to that leave data exposed to data loss – a serious risk that exists with most other backup solutions. Lasso CDP's continuous data protection works even when users are on their laptops working remotely.

Offsite Backup: Offsite backup protects businesses against power surges, theft, server crashes, viruses and other disasters. Unlike cumbersome tape or CD processes, Lasso CDP provides hands-free offsite backup to a secure data center, to a business' remote office or other third-party site. Lasso CDP's intelligent and proprietary Adaptive Backup Engine (ABE) monitors and recognizes a business' Internet usage patterns so that it may complete offsite backups only when network usage is at its lowest.

Instant Recovery and Unlimited File Versions: Lasso CDP saves every version of every file, not just the latest version. Therefore, any user on the network can instantly retrieve previous versions of a document, even after they have saved over it. Users can go back to any point in time – minutes, hours, days or more!

Security: Data is secured by the same 128-bit secure socket layer (SSL) encryption technologies implemented by major financial institutions and government agencies. Lasso CDP also utilizes public-key encryption and digital certificates as an additional layer of protection. Finally, every Lasso CDP customer has secure email address & password authentication.

Remote Access: Remote access is included for travelers, telecommuters and anyone who works while they're away from the office. Lasso CDP enables users to have instant and secure access to their data. Using any Internet-enabled device, users can login at www.lassologic.com and gain access to their local data.

File Sharing: Share folders and files with an unlimited number of partners, clients, employees and peers. Network administrators are able to name specific areas of the Lasso CDP that each user has access to when they login using individualized IDs and passwords.

Intelligent Applications: Lasso CDP integrates a collection of intelligent software applications on top of its ABE. One such application is a backup reporting tool, which provides constant visual data backup verification. The tool places a highlighted Lasso stamp on each protected file so the user knows that the backup system is working. Plans include another intelligent application – remote administration – as a simple-to-operate web-based management interface that enables Lasso CDP to be configured and managed remotely.

Application Support: Lasso CDP supports most business applications including Microsoft Exchange, SQL Server ACT!, Goldmine, QuickBooks, Peachtree, Outlook, and Outlook Express, as well as most industry specific applications. It also supports open files, Microsoft Small Business Server, and other database packages including Microsoft Access, DBASE, and MYSQL.

HIPAA Compliant: By combining the advantages of real-time local disk-based backup (fast recovery) with offsite backup (insurance against local disasters), Lasso CDP is the first solution to eliminate (not just mitigate) exposure to HIPAA infringement. HIPAA requires that healthcare records be maintained for six (6) years. Unfortunately, tapes degrade more than 40% during the first five years.

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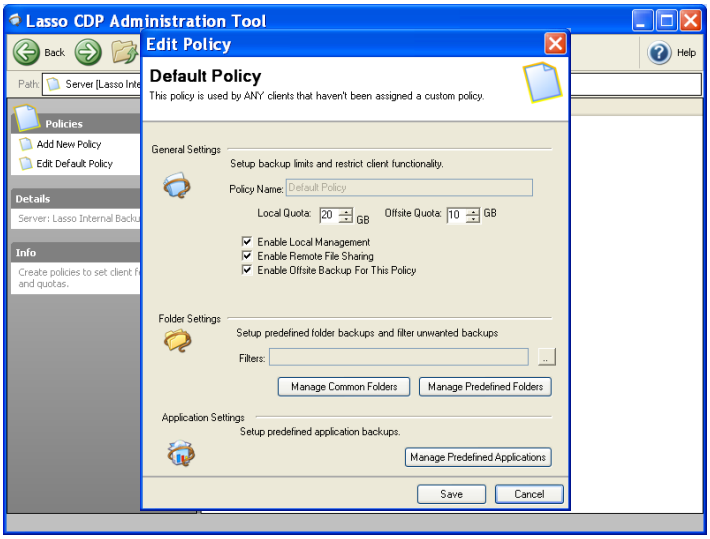
Simple to Install, Simple to Administer

Lasso CDP has three components: Lasso CDP Appliance, a client application, and a client agent

- **Lasso CDP Appliance**
  Lasso CDP is the dedicated backup appliance will enabling all the features and functions included with the product

- **Client Application**
  If the administrator wants to provide backup capability to a user on the network, the client application is installed on the users PC. Lasso CDP can be centrally administered or configured from each workstation. Installation of this application is optional on each client

- **Client Agent**
  The client agent is a system service searching for file and database changes on the client (a server, PC, or laptop). The agent takes less than 2 MM of memory and has no impact on the client or network



Lasso CDP's admin panel provides the administrator capability to central manage backups, and allows individual users capability to simply recover their own files.

Lasso CDP Technical Specifications

Minimum Client Requirements	Pentium III Processor 450 MHZ with at least 256 MB of RAM 40 MB of free disk space
Minimum Server Requirements	Intel Celeron 2.0GHZ Process 256 MB DDR Windows XP Home
Network Requirements	DHCP enabled network High speed Internet connection (DSL, Cable, T1, etc.) Router or hub with wired Ethernet port
Network Protocols	TCP/IP UDP/IP Http Tunneling
Operating Systems	Windows XP (Home and Professional) Windows Server 2003 Windows 2000 (Pro and Server)

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2 Getting Started

2.1 Installing the Lasso CDP Client Software

Warning: Before installing the Lasso CDP Client Software, please save document changes and close all open applications.

Lasso CDP Client software must be installed on each Server, PC, and Laptop in the network that will be backed up to the Lasso CDP Appliance.

Note: You must have Administrator privileges on the computer to install the Lasso CDP Client software. However, Administrator privileges are not required to run the Lasso CDP Client application.

1. Insert the Lasso CDP Client Software Installation CD in the computer's CD-ROM drive. The InstallShield Wizard Welcome screen opens. Click Next and the Lasso CDP License Agreement will open *(Figures 1)*.

   If you have downloaded the software, select **Setup.exe** to begin the installation process.

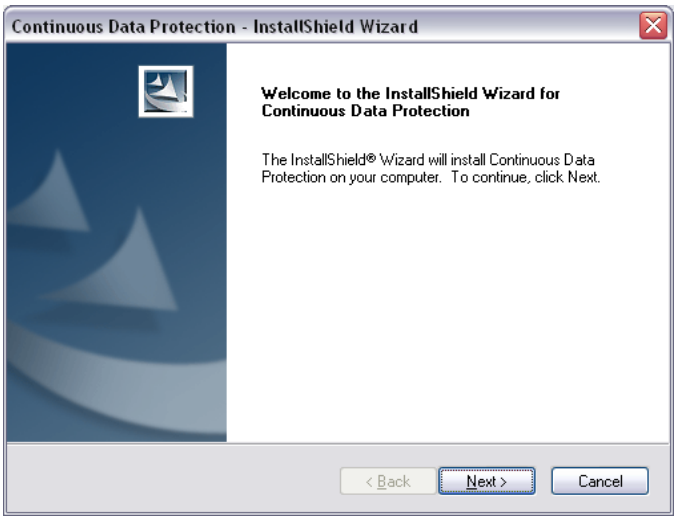
Continuous Data Protection - InstallShield Wizard
Welcome to the InstallShield Wizard for Continuous Data Protection
The InstallShield® Wizard will install Continuous Data Protection on your computer. To continue, click Next.
< Back
Next >
Cancel

Figure 1

2. If you agree, select I accept the terms of the license agreement and click Next *(Figure 2)*.

   Note: The Lasso CDP client requires the Microsoft™ .NET Framework 1.1 software and installs it automatically if it is not already present on your computer. Although the Lasso CDP client software requires only about 6 MB of disk space, the .NET software can require as much as 23 MB or more.

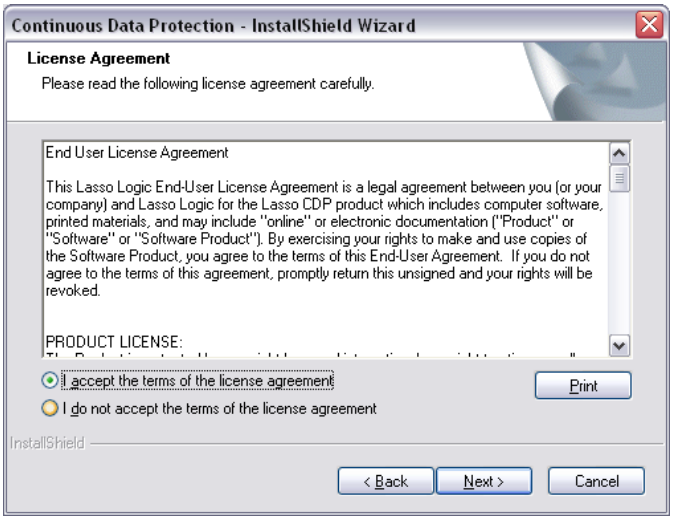
Continuous Data Protection - InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
End User License Agreement
This Lasso Logic End-User License Agreement is a legal agreement between you (or your company) and Lasso Logic for the Lasso CDP product which includes computer software, printed materials, and may include "online" or electronic documentation ("Product" or "Software" or "Software Product"). By exercising your rights to make and use copies of the Software Product, you agree to the terms of this End-User Agreement. If you do not agree to the terms of this agreement, promptly return this unsigned and your rights will be revoked.
PRODUCT LICENSE:
I accept the terms of the license agreement
I do not accept the terms of the license agreement
Print
InstallShield
< Back
Next >
Cancel

Figure 2

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3. Select Complete and Click Next to start the installation process *(Figure 3)*.

Note: For Custom Installation, refer to Section 2.1.1.

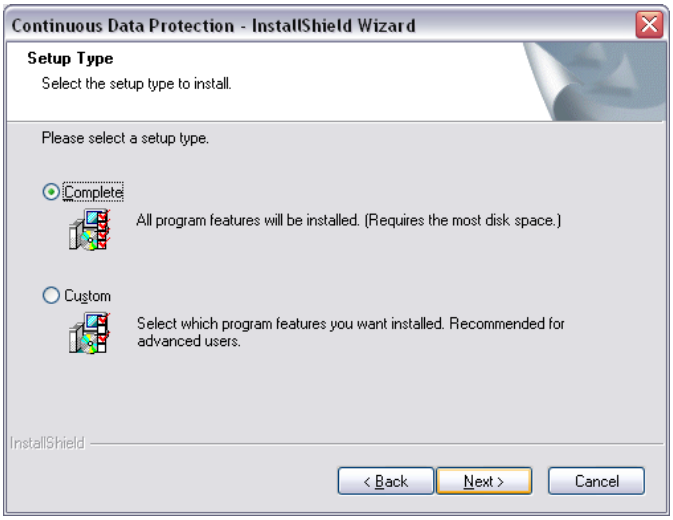
Continuous Data Protection - InstallShield Wizard
Setup Type
Select the setup type to install.
Please select a setup type.
Complete
All program features will be installed. (Requires the most disk space.)
Custom
Select which program features you want installed. Recommended for advanced users.
InstallShield
< Back
Next >
Cancel

Figure 3

4. The Setup Status screen will show the progress of the installation *(Figure 4)*. This may take a few minutes depending on the speed of the PC or if the .NET service is installed.

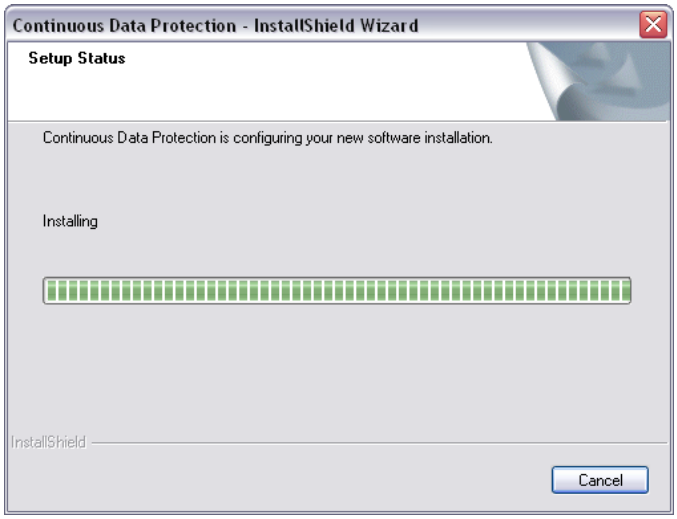

Figure 4

5. Once the software installation is complete, a Lasso CDP Client icon automatically appears on the Desktop and in the Start Menu *(Figure 5)*.

Figure 5

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2.1.1 Custom Installation

Lasso CDP can be configured to install only the needed software modules *(Figures 6 and 7)*.

- **Lasso CDP Agent** – Required installation. The agent takes less than 2 MB of memory and has no impact on the client or network.
- **Lasso CDP Client** – Needed for end-user recovery of files backed up on the Lasso CDP Appliance and for backup configuration if enabled by the IT Administrator.
- **Lasso CDP Administration Tool** – Required for central management of the Lasso CDP Appliance and all connected Clients. Optional install on the individual Clients.

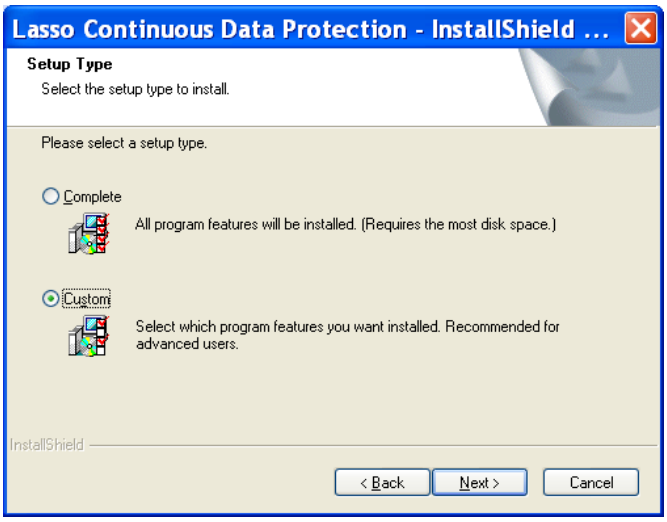
Lasso Continuous Data Protection - InstallShield ...
Setup Type
Select the setup type to install.
Please select a setup type.
Complete
All program features will be installed. (Requires the most disk space.)
Custom
Select which program features you want installed. Recommended for advanced users.
InstallShield
< Back
Next >
Cancel

Figure 6

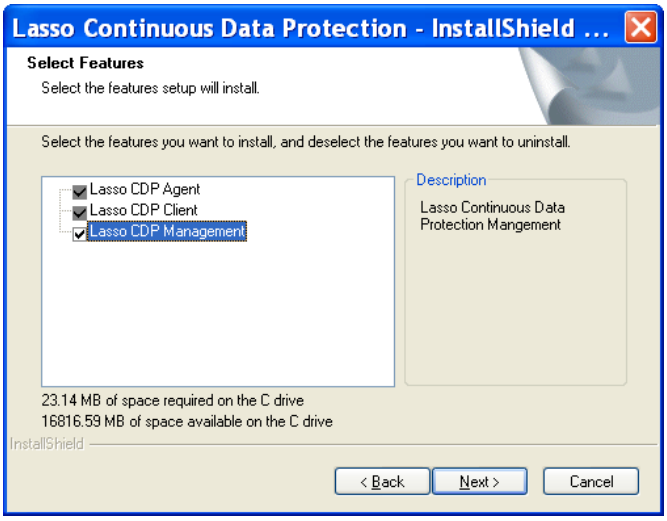
Lasso Continuous Data Protection - InstallShield ...
Select Features
Select the features setup will install.
Select the features you want to install, and deselect the features you want to uninstall.
Lasso CDP Agent
Lasso CDP Client
Lasso CDP Management
Description
Lasso Continuous Data Protection Mangement
23.14 MB of space required on the C drive
16816.59 MB of space available on the C drive
InstallShield
< Back
Next >
Cancel

Figure 7

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2.2 Registering the Lasso CDP Appliance

The Lasso CDP Appliance must be registered using the software license key before backing up data from the Lasso Clients.

Note: The Administration Tool only has to be installed on the computer that will be used for central administration. Refer to Custom Installation, Section 2.1.

1. Launch the Administration Tool from Start>All Programs>Lasso Logic>Lasso CDP Administration.

2. Enter all the required information for the Lasso CDP Appliance. The license key was sent via email from Lasso Logic *(Figure 8)*.

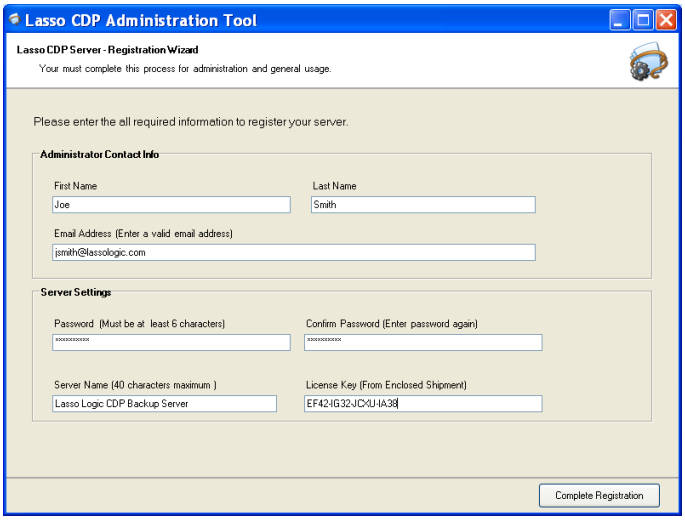
Lasso CDP Administration Tool
Lasso CDP Server - Registration Wizard
Your must complete this process for administration and general usage.
Please enter the all required information to register your server.
Administrator Contact Info
First Name
Joe
Last Name
Smith
Email Address (Enter a valid email address)
jsmith@lassologic.com
Server Settings
Password (Must be at least 6 characters)
Confirm Password (Enter password again)
Server Name (40 characters maximum)
Lasso Logic CDP Backup Server
License Key (From Enclosed Shipment)
EF42-IG32-JCXU-IA38
Complete Registration

Figure 8

3. Once the registration is complete, a confirmation window will be displayed *(Figure 9)*.

4. The Lasso CDP Appliance is now ready for use.

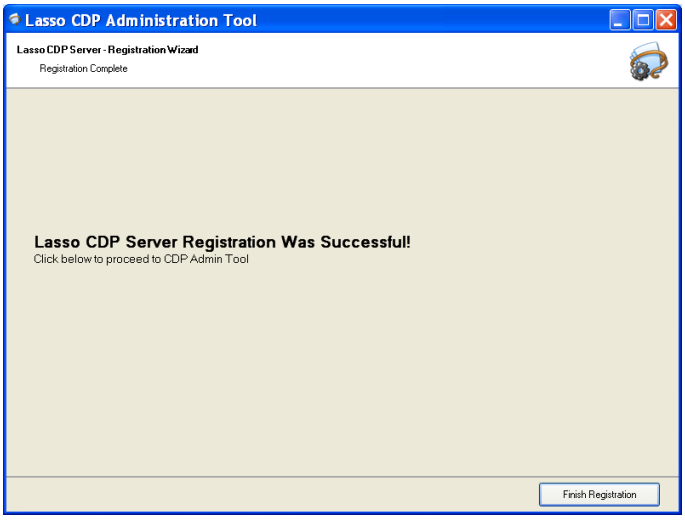
Lasso CDP Administration Tool
Lasso CDP Server - Registration Wizard
Registration Complete
Lasso CDP Server Registration Was Successful!
Click below to proceed to CDP Admin Tool
Finish Registration

Figure 9

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2.3 Configuring Firewalls

Most software firewalls detect Lasso CDP during installation and prompt for permission to open the appropriate ports. If you have a firewall installed you will need to configure it before using the Lasso CDP Client or Lasso CDP Appliance.

2.3.1 Windows XP SP2

Windows XP SP2 installs and activates a firewall by default. If you applied Service Pack 2 *after* installing the Lasso CDP Client software, you may need to add CDPAgent.exe and Lasso.Client.exe to Windows XP Internet Connection Firewall settings before the backup service can start again. Microsoft has excellent instructions on how to do this here:

http://www.microsoft.com/windowsxp/using/security/internet/sp2_wfexceptions.mspx

To enable or disable Windows XP Internet Connection Firewall:

- Open the Network Connections control panel (Start > Control Panel).
- Click the LAN or high-speed Internet connection that you are using under Network Tasks in the left window
- Click Change Windows Firewall Settings. In this menu you can simply select off, then click OK.

2.3.2 McAfee Personal Firewall

Note: If you are using Windows XP SP2, make sure you have configured XP's firewall first, using the instructions above.

If you are using a McAfee firewall product you will likely see warnings when starting the Lasso CDP Client such as the following *(Figure 10)*. In both cases, select Grant Access.

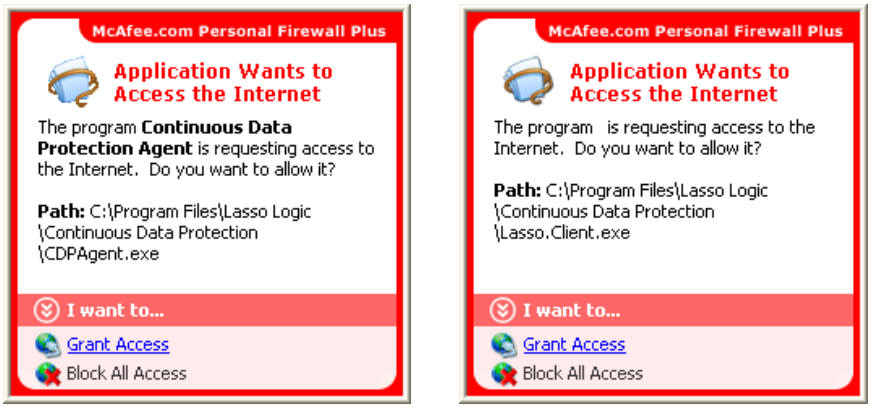
McAfee.com Personal Firewall Plus
Application Wants to Access the Internet
The program Continuous Data Protection Agent is requesting access to the Internet. Do you want to allow it?
Path: C:\Program Files\Lasso Logic\Continuous Data Protection\CDPAgent.exe
I want to...
Grant Access
Block All Access
McAfee.com Personal Firewall Plus
Application Wants to Access the Internet
The program is requesting access to the Internet. Do you want to allow it?
Path: C:\Program Files\Lasso Logic\Continuous Data Protection\Lasso.Client.exe
I want to...
Grant Access
Block All Access

Figure 10

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You can also manually add CDPAgent.exe and Lasso.Client.exe to the Allowed Applications list. Here's how:

- **Step 1:**
  - Open McAfee Personal Firewall
  - Select Internet Applications List
  - Choose New Allowed Application
  - Navigate to Program Files > Lasso Logic > Continuous Data Protection> Lasso.Client.exe
  - Click Open to select the Lasso.Client.exe file.
  - Choose New Allowed Application.

Step 2:
- Navigate to Program Files > Lasso Logic > Continuous Data Protection> CDPAgent.exe
- Click Open to select the CDPAgent.exe file.
- Close McAfee Personal Firewall

When properly configured, McAfee program control should look like the following *(Figure 11)*.

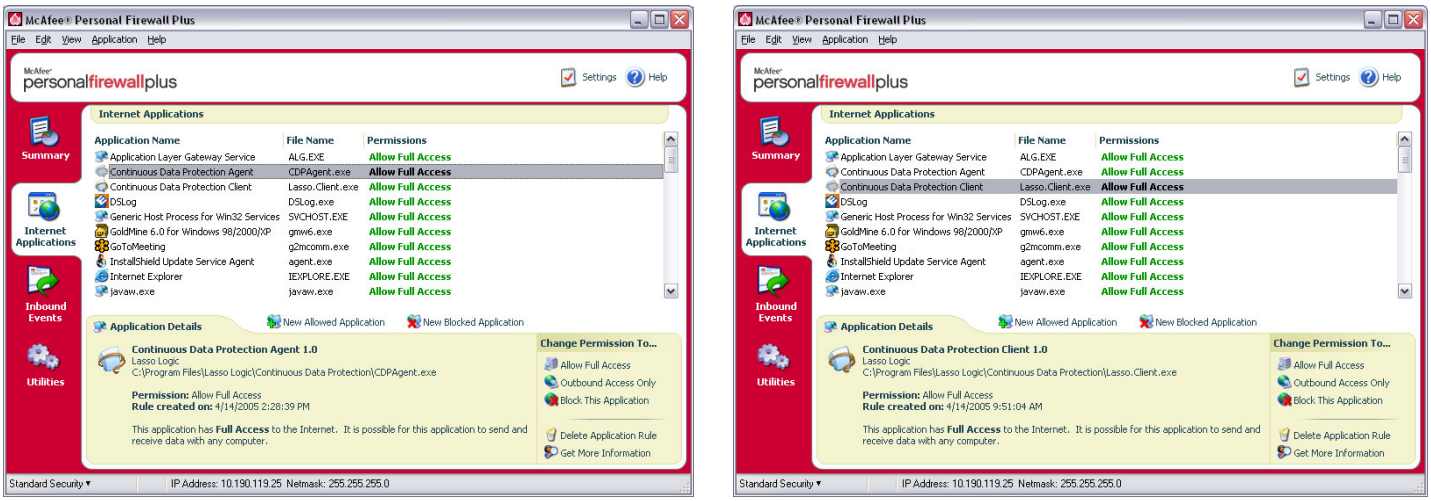
McAfee Personal Firewall Plus
File Edit View Application Help
personalfirewallplus
Settings Help
Summary
Internet Applications
Inbound Events
Utilities
Internet Applications
Application Name File Name Permissions
Application Layer Gateway Service ALG.EXE Allow Full Access
Continuous Data Protection Agent CDPAgent.exe Allow Full Access
Continuous Data Protection Client Lasso.Client.exe Allow Full Access
DSLog DSLog.exe Allow Full Access
Generic Host Process for Win32 Services SVCHOST.EXE Allow Full Access
GoldMine 6.0 for Windows 98/2000/XP gmw6.exe Allow Full Access
GoToMeeting g2mcomm.exe Allow Full Access
InstallShield Update Service Agent agent.exe Allow Full Access
Internet Explorer IEXPLORE.EXE Allow Full Access
javaw.exe javaw.exe Allow Full Access
Application Details
New Allowed Application
New Blocked Application
Continuous Data Protection Agent 1.0
Lasso Logic
C:\Program Files\Lasso Logic\Continuous Data Protection\CDPAgent.exe
Permission: Allow Full Access
Rule created on: 4/14/2005 2:28:39 PM
This application has Full Access to the Internet. It is possible for this application to send and receive data with any computer.
Change Permission To...
Allow Full Access
Outbound Access Only
Block This Application
Delete Application Rule
Get More Information
Standard Security
IP Address: 10.190.119.25 Netmask: 255.255.255.0
McAfee Personal Firewall Plus
File Edit View Application Help
personalfirewallplus
Settings Help
Summary
Internet Applications
Inbound Events
Utilities
Internet Applications
Application Name File Name Permissions
Application Layer Gateway Service ALG.EXE Allow Full Access
Continuous Data Protection Agent CDPAgent.exe Allow Full Access
Continuous Data Protection Client Lasso.Client.exe Allow Full Access
DSLog DSLog.exe Allow Full Access
Generic Host Process for Win32 Services SVCHOST.EXE Allow Full Access
GoldMine 6.0 for Windows 98/2000/XP gmw6.exe Allow Full Access
GoToMeeting g2mcomm.exe Allow Full Access
InstallShield Update Service Agent agent.exe Allow Full Access
Internet Explorer IEXPLORE.EXE Allow Full Access
javaw.exe javaw.exe Allow Full Access
Application Details
New Allowed Application
New Blocked Application
Continuous Data Protection Client 1.0
Lasso Logic
C:\Program Files\Lasso Logic\Continuous Data Protection\Lasso.Client.exe
Permission: Allow Full Access
Rule created on: 4/14/2005 9:51:04 AM
This application has Full Access to the Internet. It is possible for this application to send and receive data with any computer.
Change Permission To...
Allow Full Access
Outbound Access Only
Block This Application
Delete Application Rule
Get More Information
Standard Security
IP Address: 10.190.119.25 Netmask: 255.255.255.0

Figure 11

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2.3.3 Norton Internet Security and Norton Personal Firewall

Note: If you are using Windows XP SP2, make sure you have opened ports or disabled XP's firewall first, using the instructions above.

If you are using a Norton Internet Security and Norton Personal Firewall product you will likely see warnings when starting the client such as the following *(Figures 12 and 13)*, In both cases select Permit Always.

Figure 12

Figure 13

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To manually configure Norton Internet Security and Norton Personal Firewall:

- **Step 1:**
  - Open Norton Internet Security (a new window will appear)
  - Double-click Personal Firewall, or click once to select Personal Firewall, then click the configure button to the right *(Figure 14)*
  - Click the Program Control tab
  - Click the Add button
  - Navigate to Program Files > Lasso Logic > Continuous Data Protection > Lasso.Client.exe
  - Click the Open button
  - The window should now display "Internet Access Permit All" next to Lasso.Client.exe

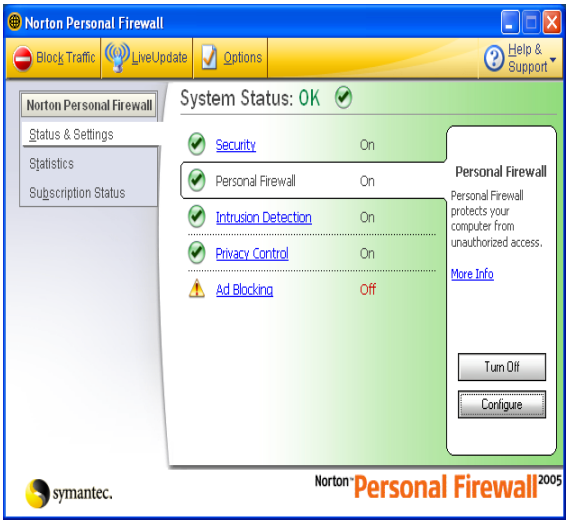

Figure 14

- **Step 2**:
  - Click the Program Control tab again
  - Click the Add button
  - Navigate to Program Files > Lasso Logic > Continuous Data Protection > CDPAgent.exe
  - Click the Open button
  - The window should now display "Internet Access Permit All" next to CDPAgent.exe. *(Figure 15)*
  - Click the OK button

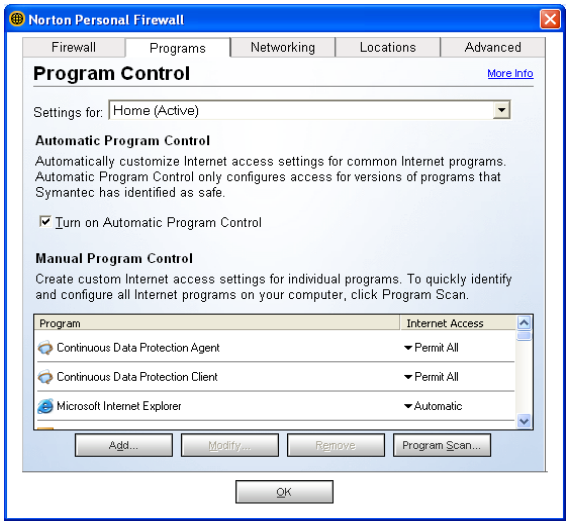

Figure 15

This adds Lasso.Client.exe and CDPAgent.exe, which should enable you to backup your files. You may need to restart your computer for these changes to take effect.

For online support using Norton Internet Security or Norton Personal Firewall, visit the Symantec Web site: http://www.symantec.com/techsupp/.

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2.3.4 Zone Alarm

If you have Zone Alarm installed you will likely see the following warnings immediately after installing the Lasso CDP Client and attempting to use the CDP service *(Figure 16)*:

Figure 16

Zone Alarm personal firewall must be configured to grant server rights to Lasso.Client.exe and CDPAgent.exe. By default, Zone Alarm will block applications from connecting to other computers and acting as servers. If you have checked the box "Remember this setting" when receiving the initial warnings, then you will not receive additional ones.

Manual configuration of Zone Alarm:

Step 1:

- Open Zone Alarm and select Program Control
- Next, click the Program Wizard button to set the correct permissions for Lasso.Client.exe
- In the Program Wizard window, select the Advanced option to manually set server permissions for Lasso.Client.exe then click the Next button to open the Secure Programs window
- Click the Add button
- Navigate to Program Files > Lasso Logic > Continuous Data Protection > Lasso.Client.exe
- Click the Open button

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- In the Secure Programs window, set Lasso.Client.exe with both access and server rights, then click the Finish button

Step 2:

- Select Program Control again
- Next, click the Program Wizard button to set the correct permissions for CDPAgent.exe
- In the Program Wizard window, select the Advanced option to manually set server permissions for CDPAgent.exe then click the Next button to open the Secure Programs window
- Click the Add button
- Navigate to Program Files > Lasso Logic > Continuous Data Protection > CDPAgent.exe
- Click the Open button
- In the Secure Programs window, set CDPAgent.exe with both access and server rights, then click the Finish button

When properly configured, McAfee program control should look like the following *(Figure 17)*.

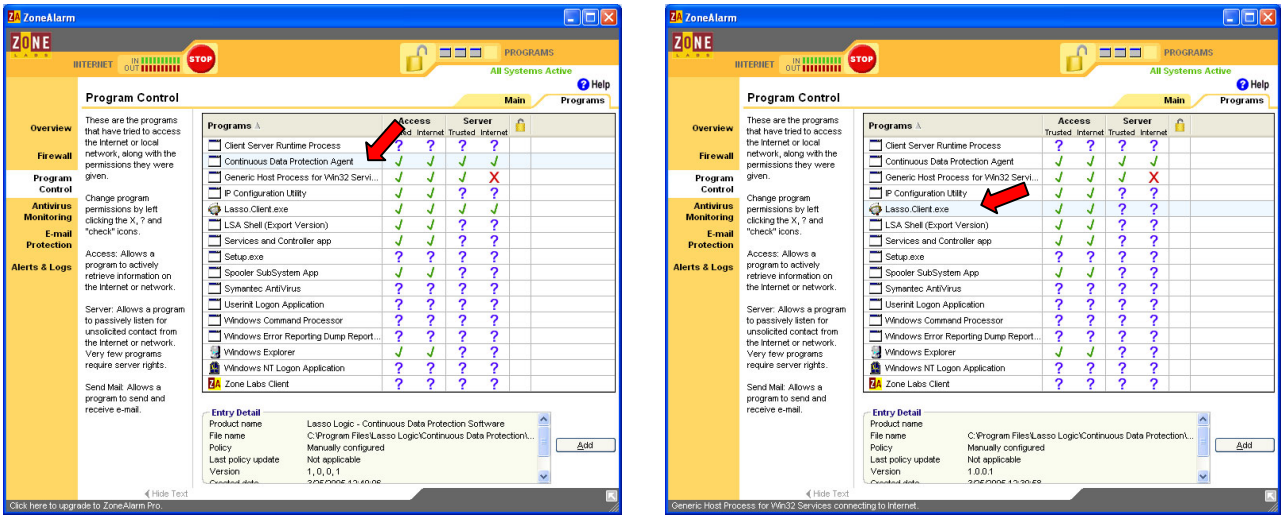

Figure 17

This adds Lasso.Client.exe and CDPAgent.exe, which enable you to backup your files. For online support using Zone Alarm, visit the Zone Labs Web site: http://www.zonelabs.com/support/.

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3 Lasso CDP Admin Tool Features

3.1 System Management

The system profile screen gives the IT administrator a summary view of the Lasso CDP Appliance's disk usage, settings, quota, etc *(Figure 18)*.

- **Administrative Settings** - The Administrative Settings identifies the person that has administrative privileges for Lasso CDP Appliance. These settings were established during the Admin Tool installation process.

- **Default Policy** - Lasso CDP has a default policy that initiates at the time of installation. This policy is used by any Clients that haven't been assigned a custom policy. To administer policies, please refer to Section 3.2 – Policy Management.

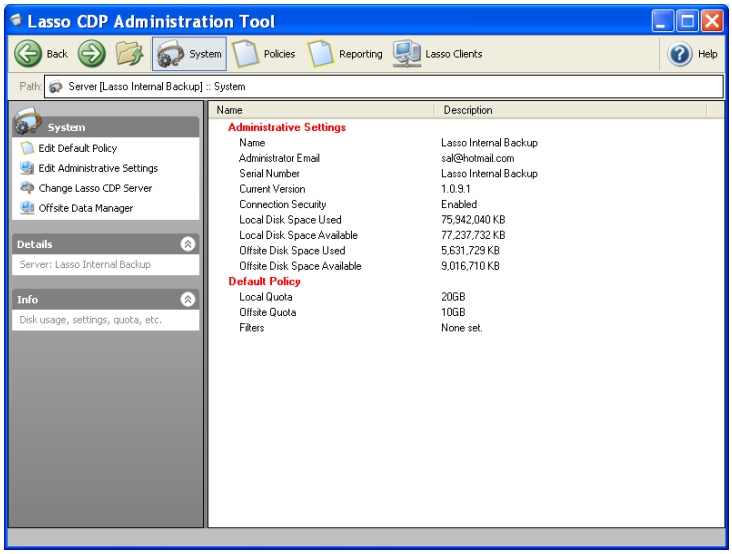

Figure 18

@2005, All Rights Reserved.

3.2 Policy Management

The IT Administrator can establish common back up policies that propagate across all clients connected to Lasso CDP Appliance or individual client PCs/Laptops *(Figure 19)*.

- **General Settings** - Set backup limits and restrict client functionality.
  - Policy Name - Gives the ability to identify a policy easily
  - Local Quota - Establishes how much data a client is allowed to backup locally to Lasso CDP
  - Offsite Quota - Establishes how much data a client is allowed to backup to the secure offsite location
  - Enable Local Management - Gives the client the ability to select folders and applications for backup
  - Enable Remote Access for this Policy - Allows the client to retrieve backed up files from a remote location
  - Enable Remote File Sharing - Allows the client to share backed up folders with customers, partners, employees, or anyone else
  - Enable Offsite Backup for this Policy - Makes sure that all folders selected for local backup will also be backed up at the secure offsite location
  - Revision Limit - Limits the number of file versions that in stored locally on Lasso CDP

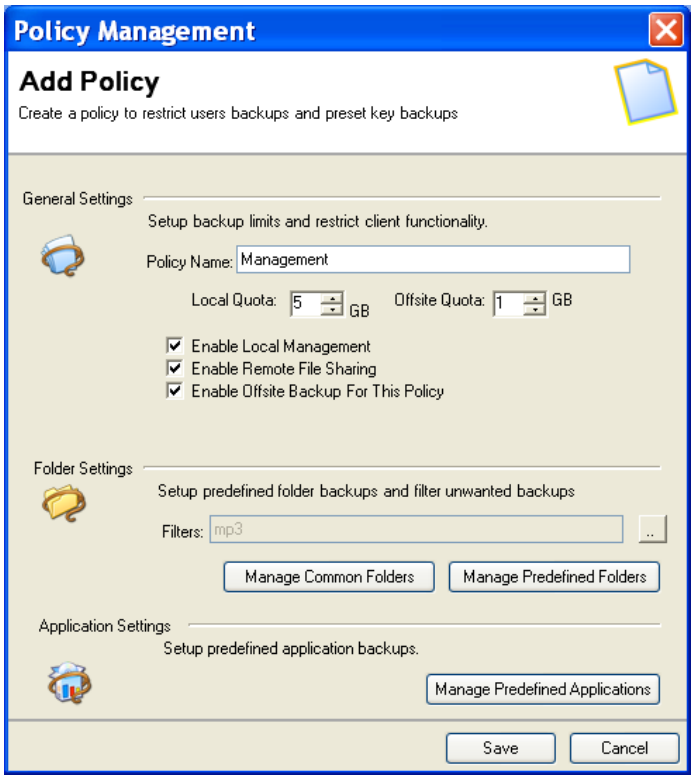

Figure 19

- **Folder Settings** - Setup predefined folders for backups and filter unwanted files for backups
  - Filters - When set, Lasso CDP will not backup designated file types
  - Manager Common Folders - Easy way to select folders that are common on all clients, like My Documents
  - Manage Predefined Folders - Manually enter root folders for backup
- **Application Settings** - Setup predefined applications for backup. Once an application is selected, Lasso CDP identifies the appropriate directories to properly backup the application.
  - Manage Predefined Applications – Easy way to select applications that are common on all clients, like MS Outlook.

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3.3 Reporting

Provides key overview reports for the IT Administrator to help manage the Lasso CDP Appliance.

- CDP Client Summary – Shows summary stats for Lasso Clients which include file count, storage space used, and assigned policy *(Figure 20)*.

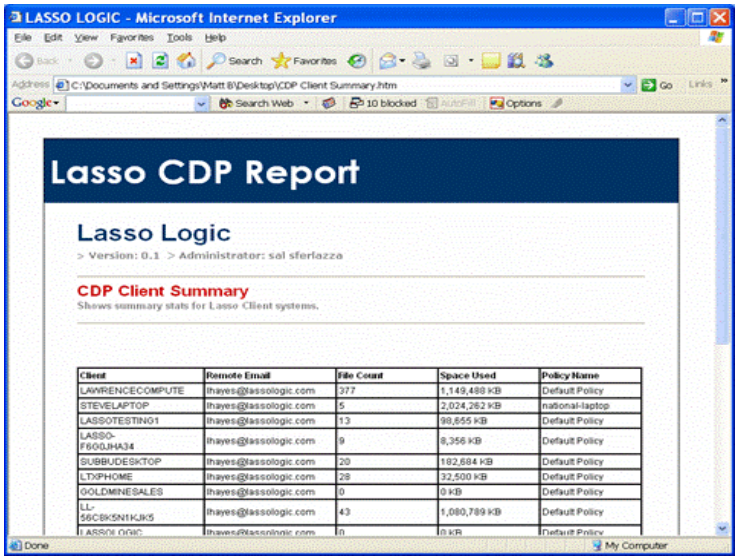

Figure 20

- CDP Remote Sharing Overview - Shows all contacts that have access to company data and which Lasso client shared to the contact *(Figure 21)*.

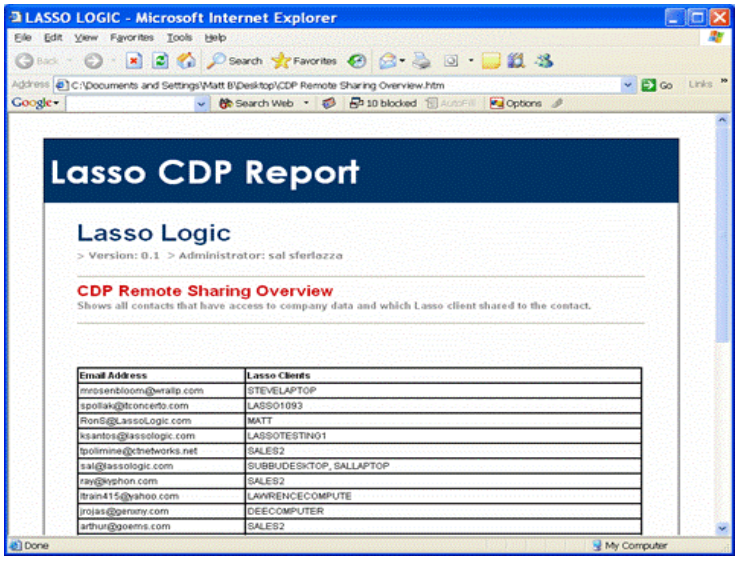

Figure 21

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4 Lasso CDP Administration Tool Configuration

4.1 System Management

4.1.1 Edit Administrative Setting

The Administrative Settings can be edited at anytime by the defined IT Administrator.

Step 1: Select **Edit Administrative Settings** in the left window pane.

Step 2: Edit the settings and **Save Changes** to complete *(Figure 22)*.

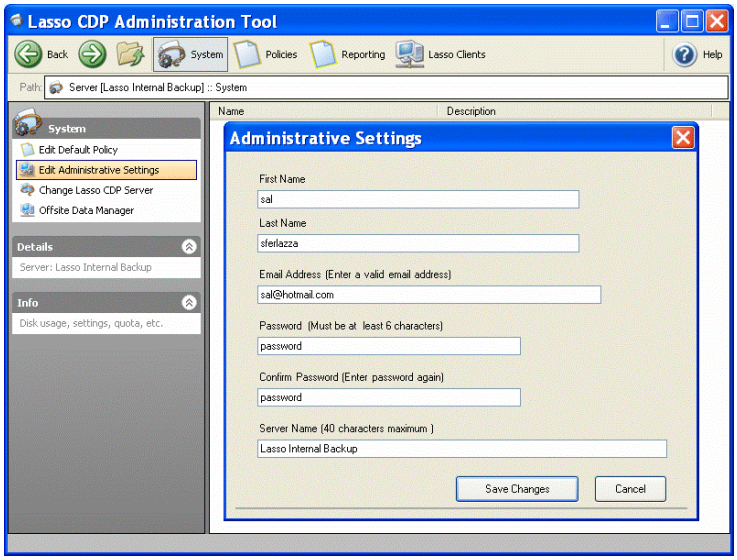

Figure 22

4.1.2 Change Lasso CDP Appliance

The Admin Tool gives the Administrator the ability to manage all Lasso CDP clients on the network.

Step 1: From **System**, click **Change Lasso CDP Appliance**.

Step 2: Select the appropriate Appliance and **Connect** to complete *(Figure 23)*.

Note: If the Network contains more than one Lasso CDP Appliance you will need to logon to the Lasso Appliance that the client you wish to administer is connected to.

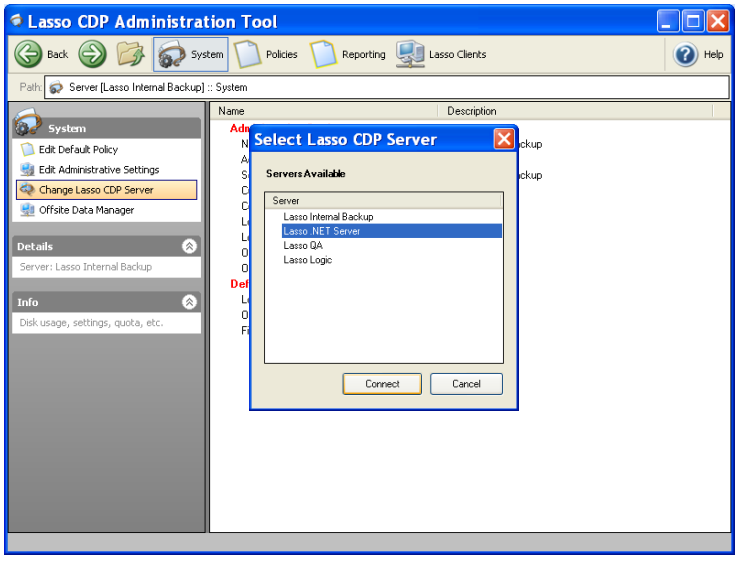

Figure 23

@2005, All Rights Reserved.

4.2 Policy Management

The IT Administrator can establish common back up policies that propagate across all clients connected to Lasso CDP Appliance or individual client PCs/Laptops.

Note: Lasso CDP has a default policy that initiates at installation. This policy has a filter set for .tmp files. Please refer to Section 4.2.2 – Edit Default Policy to change the setting.

4.2.1 Add New policy

Step 1: In the left window pane, click **Add New Policy**.

Step 2: Select the appropriate settings for the policy and click **Save** to complete *(Figure 24)*.

Note: Refer to Section 3.2 – Policy Management for a description of all the features.

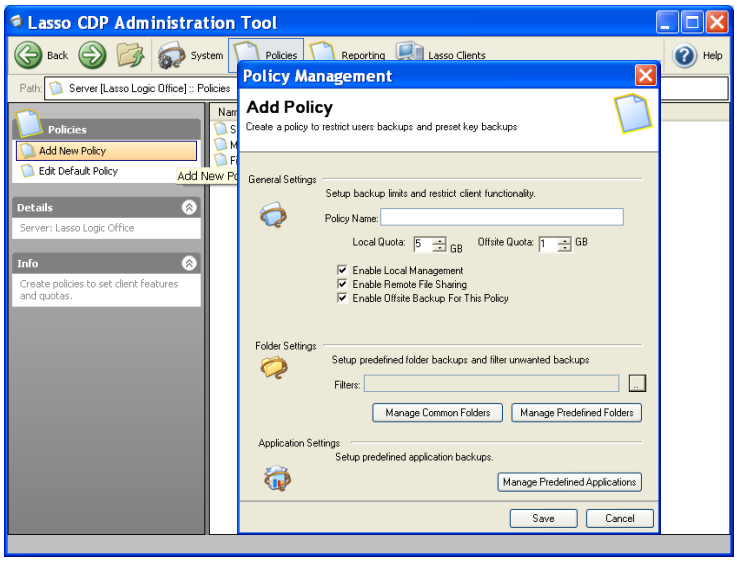

Figure 24

4.2.2 Edit Default Policy

Step 1: Select **Edit Default Policy** in the left window pane.

Step 2: Select the appropriate settings for the default policy and click **Save** to complete *(Figure 25)*.

Note: Refer to Section 3.2 – Policy Management for a description of all the features.

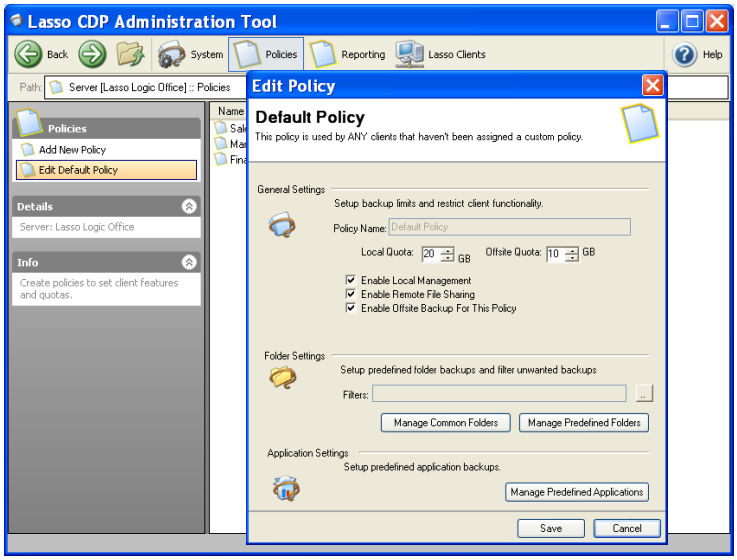

Figure 25

@2005, All Rights Reserved.

4.2.3 Apply a Policy

Once a policy has been created, it is easy to assign the policy to one or many clients *(Figure 26)*.

Step 1: Select **Lasso Clients** in the top Menu Bar.

Step 2: **Highlight** the Lasso Client that you want to assign a policy to.

Step 3: Select **Update Client Policy** in the left window pane and click the policy that you want to establish for the client.

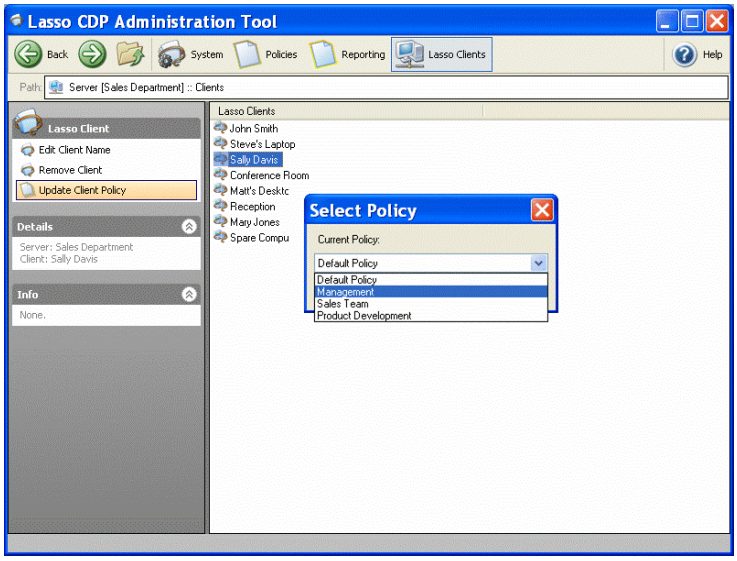

Figure 26

4.2.4 Edit Policy

Step 1: **Highlight** the policy you wish to edit.

Step 1: In the left window pane, click **Edit Policy**.

Step 2: Make changes and click **Save** to complete *(Figure 27)*.

Clients assigned to the policy being changed will be updated within 2 minutes.

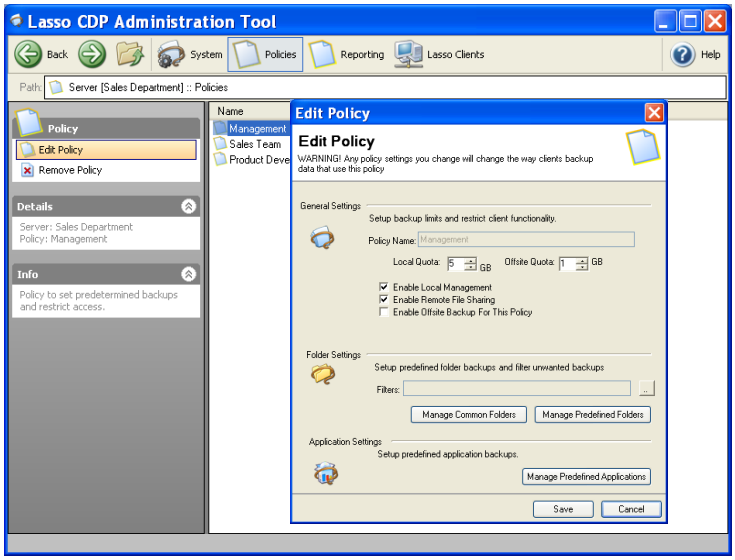

Figure 27

@2005, All Rights Reserved.

4.2.5 Remove Policy

Step 1: **Highlight** the policy to be removed.

Step 2: In the left window pane, click **Remove Policy**.

Step 3: A Warning Screen will appear and select **Yes** at the warning to remove the policy *(Figure 28)*.

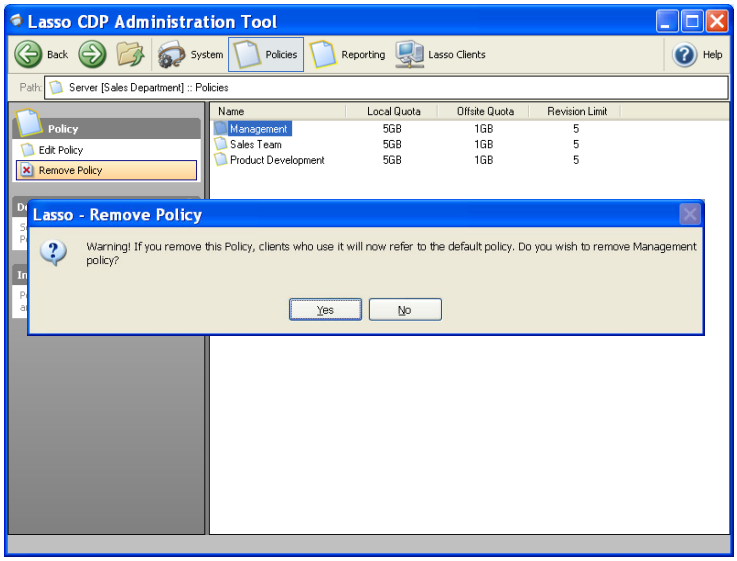

Figure 28

@2005, All Rights Reserved.

4.3 Reports

4.3.1 CDP Client Summary

Step 1: **Highlight** the report you wish to run.

Step 2: Click **Save HTML Report** in the left window pane.

Step 3: Select the location to save the report and click **OK** to run the report *(Figure 29)*.

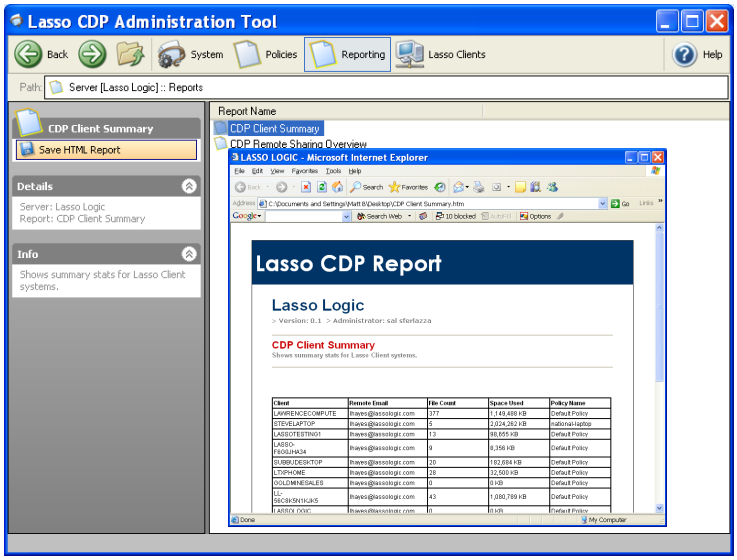

Figure 29

4.3.2 CDP Remote Sharing Overview

Step 1: **Highlight** the report you wish to run.

Step 2: Click **Save HTML Report** in the left window pane.

Step 3: Select the location to save the report and click **OK** to run the report *(Figure 30)*.

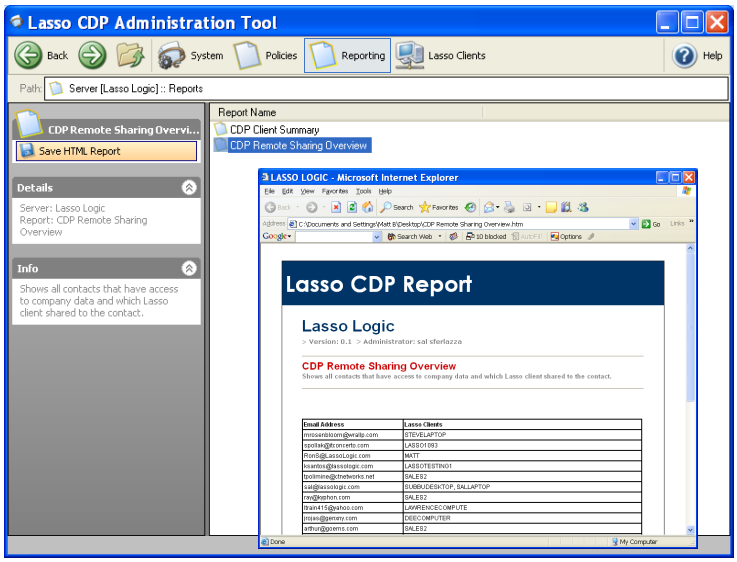
Lasso CDP Administration Tool
Back
System
Policies
Reporting
Lasso Clients
Help
Path: Server [Lasso Logic] :: Reports
CDP Remote Sharing Overvi...
Save HTML Report
Details
Server: Lasso Logic
Report: CDP Remote Sharing Overview
Info
Shows all contacts that have access to company data and which Lasso client shared to the contact.
Report Name
CDP Client Summary
CDP Remote Sharing Overview
LASSO LOGIC - Microsoft Internet Explorer
Lasso CDP Report
Lasso Logic
CDP Remote Sharing Overview
Shows all contacts that have access to company data and which Lasso client shared to the contact.

Figure 30

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4.4 Individual Client Management

The Lasso Clients section gives the IT administrator a summary view of all Lasso Clients attached the Lasso CDP Appliance *(Figure 31)*and the ability to drill down and administer each individual Client *(Figure 32)*.

Note: Please refer to the Client User Guide for detailed instructions on how use the Client tool.

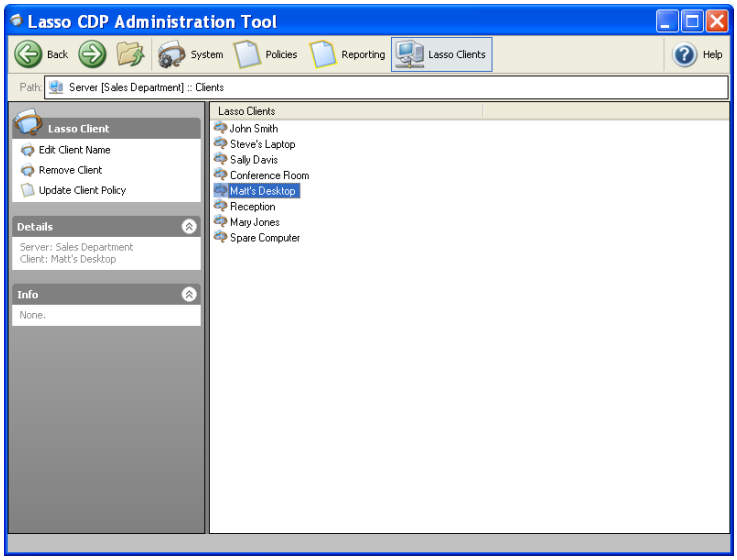

Figure 31

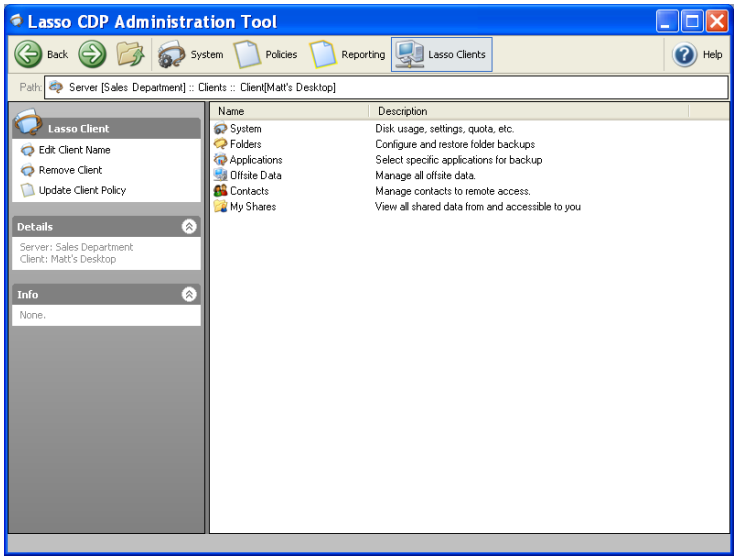

Figure 32

@2005, All Rights Reserved.

4.4.1 Add New Client

Step 1: In the left window pane, select **Add New Lasso Client**.

Step 2: Enter a Lasso Client Name, and click **Add Client** to complete *(Figure 33)*.

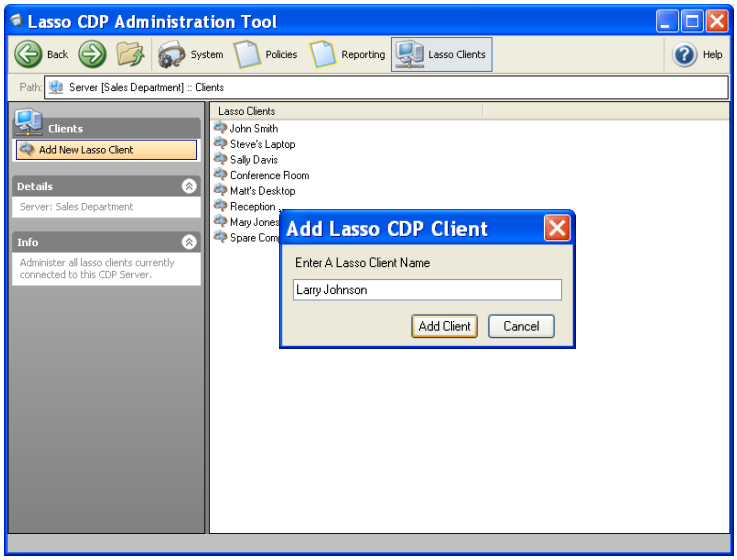

Figure 33

4.4.2 Edit Client Name

Step 1: **Highlight** the client you wish to rename.

Step 2: Select **Edit Client Name** in the left window pane.

Step 3: Enter the new name and click **Rename** to complete *(Figure 34)*.

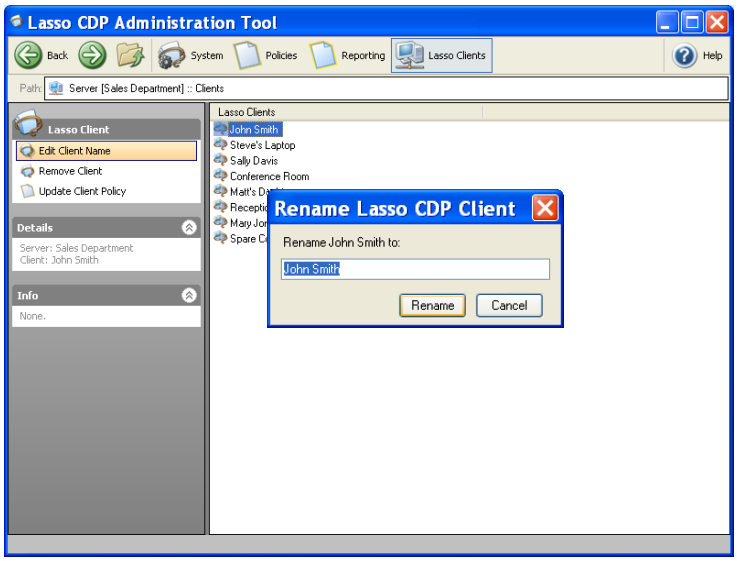

Figure 34

@2005, All Rights Reserved.

4.4.3 Remove Client

Step 1: **Highlight** the client you want to remove.

Step 2: Select **Remove Client** in the left window pane.

Step 3: A Warning Screen will appear and select **Yes** to Remove the individual Client from the Lasso CDP Appliance *(Figure 35)*.

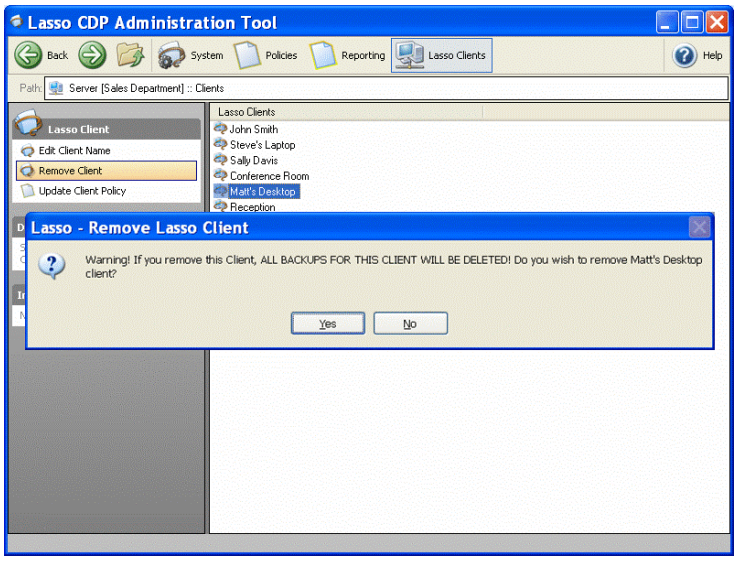

Figure 35

4.4.4 Update Client Policy

Step 1: **Highlight** the appropriate Client

Step 2: Select **Update Client Policy** in the left window pane.

Step 3: From the drop down menu, **Select the Policy** that should be assigned to that individual Client. The Client will be updated with the new policy within 2 minutes *(Figure 36)*.

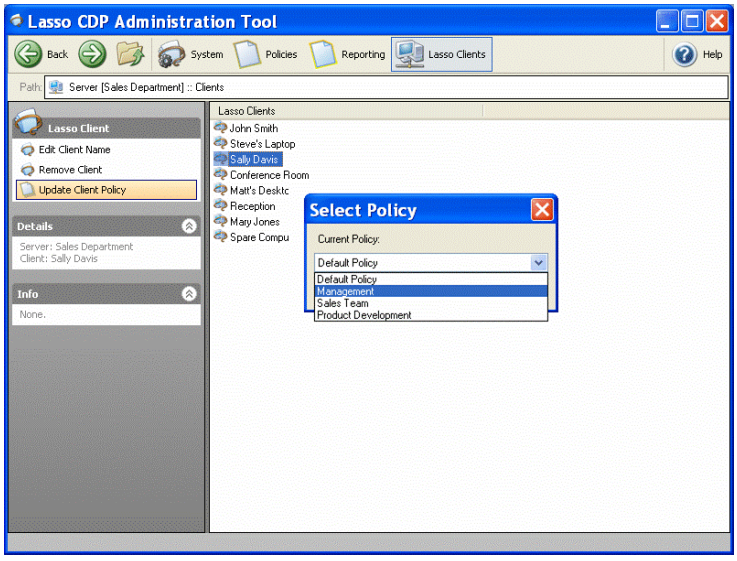

Figure 36

@2005, All Rights Reserved.

4.4.5 System

The system status section provides a summary view of an individual Client *(Figure 37)*.

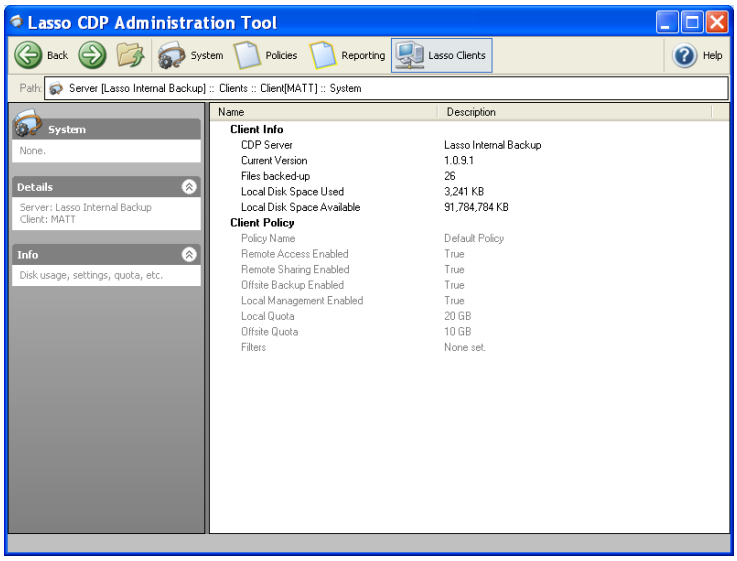

Figure 37

@2005, All Rights Reserved.

4.4.6 Folders

The IT Administrator can setup folders that will be continuously backed up to the Lasso CDP Appliance and restore files that have already been backed up to the Lasso CDP Appliance.

4.4.6.1 Add New Folder for Backup

Step 1: Select **Add New Folder** from the left window pane.

Step 2: Enter the absolute path of the Client folder you want to set for continuous data protection and click **Save** to complete *(Figure 38)*.

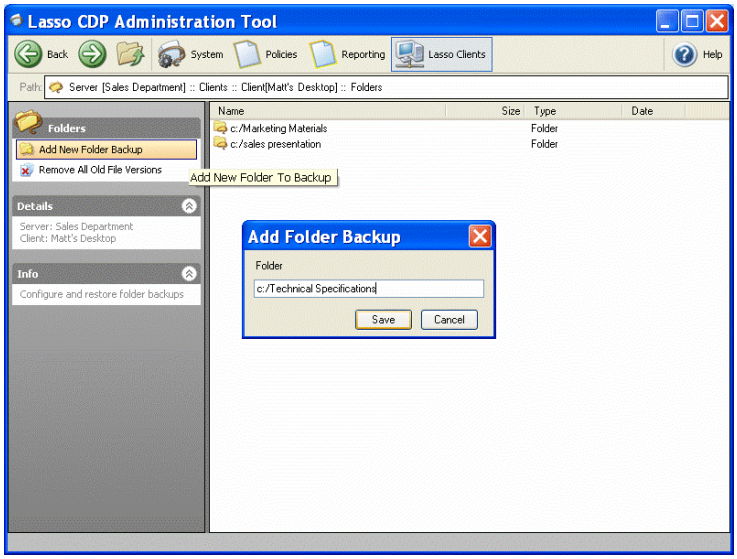

Figure 38

4.4.6.2 Remove Folder

Step 1: Select **Remove Folder** in the left window pane.

Step 2: In the dialogue box, **Verify** that you have selected the appropriate folder for removal

Step 3: Click **Yes** to complete *(Figure 39)*.

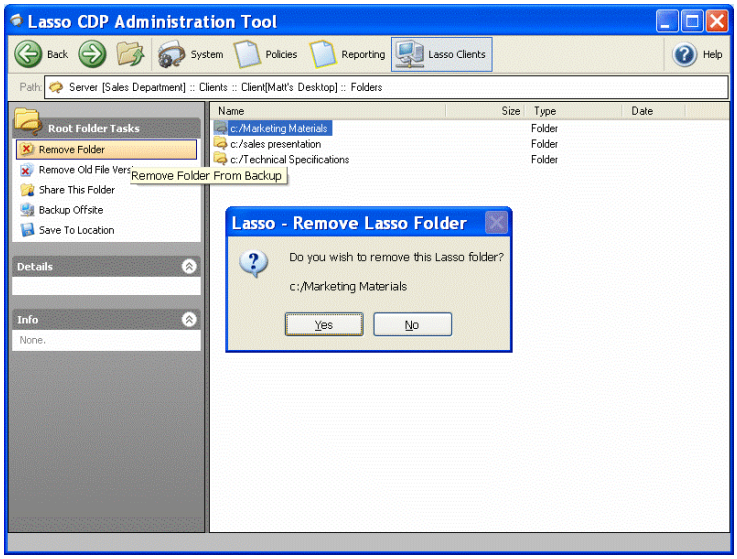

Figure 39

@2005, All Rights Reserved.

4.4.6.3 Remove All Old File Versions

This feature gives the IT Administrator the ability to clean up the Lasso CDP Appliance by removing all old file versions from any folder set for backup.

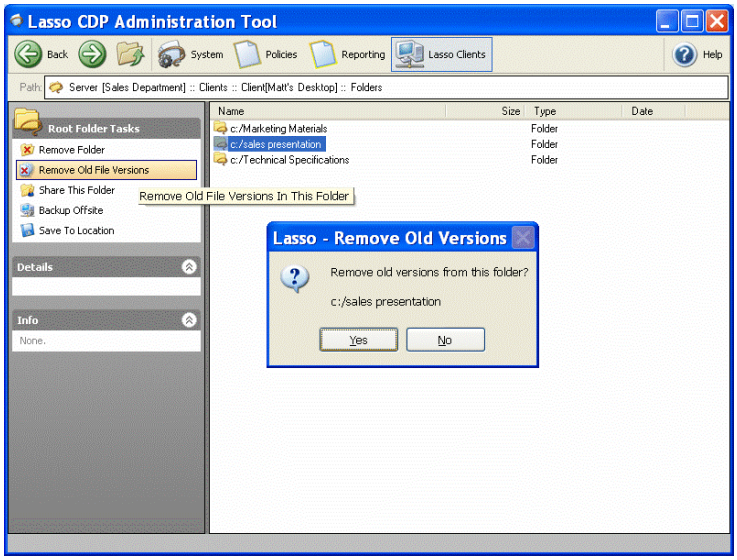

Figure 40

Step 1: **Highlight** the folder for clean up.

Step 2: Select **Remove All Old File Versions** for the left window pane.

Step 3: Click **Yes** when prompted to complete *(Figure 40)*.

4.4.6.4 Share Folder

Any folder set for backup can be shared with employees, customers, partners, etc. To share a folder:

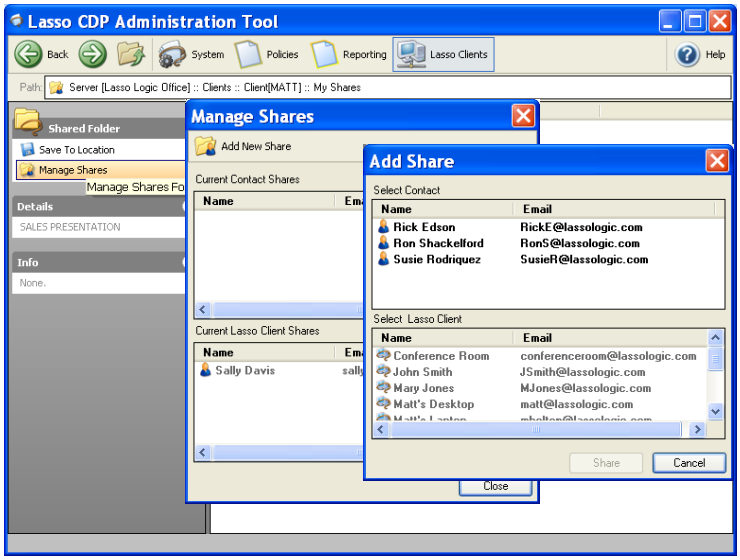

Figure 41

Step 1: **Highlight** the folder and select **Share Folder** from the left window pane. Manage Shares will appear that shows current contacts share for this folder.

Step 2: Select **Add New Share** to find a contact you want to share the folder with.

Step 3: Select the appropriate contact and click **Share** to complete *(Figure 41)*.

Note: A new contact can be added either by selecting the Add New Contact button or by going to the Contacts section.

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4.4.6.5 Backup Folder Offsite

To make sure a folder is backed up to a secure offsite location for disaster protection and recovery:

Step 1: Select **Backup Folder Offsite** in the left window pane.

Step 2: **Check the box** to enable the feature *(Figure 42)*.

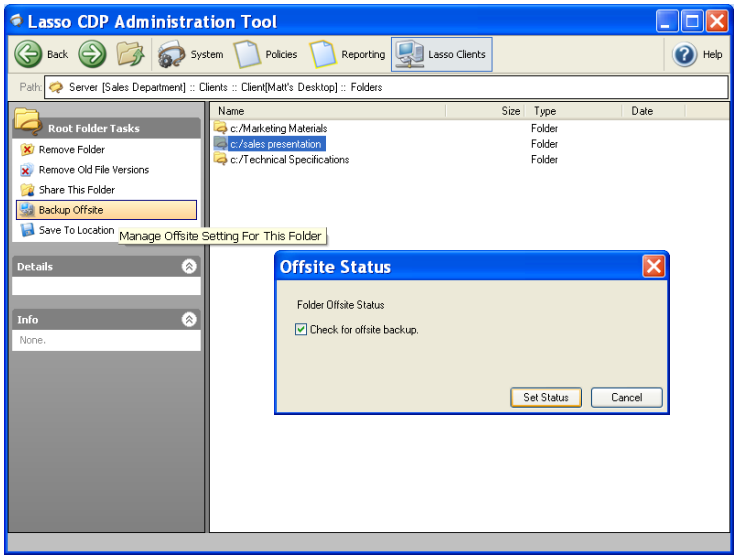

Figure 42

4.4.6.6 Recover a Folder

Recover a folder for any Lasso CDP Client.

Step 1: **Highlight** the folder to be recovered.

Step 2: Select **Save To Location** in the left window pane.

Step 3: A window will appear and **Save the Folder** in the desired location *(Figure 43)*.

Note: Remote Folder Restore via Administration tool will be restored locally by default. For use by client restored folder must be sent to client machine.

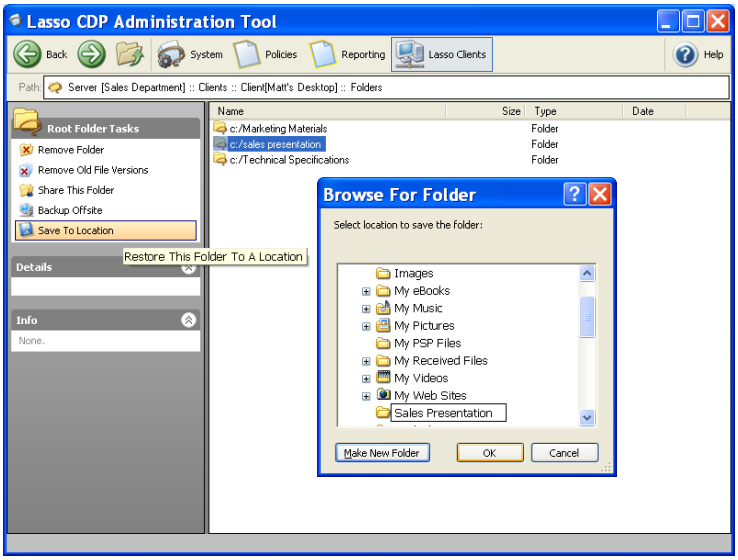

Figure 43

@2005, All Rights Reserved.

4.4.7 Application Backup

4.4.7.1 Add Application for Backup

Step 1: Select **Add Application** in the left window pane.

Step 2: Select the appropriate application in the **Applications** window. The applications can also be added for offsite backup if required.

Step 3: Select **Add** to complete *(Figure 44)*.

Note: with the exception of Outlook and Outlook Express, only applications that are installed on your local PC will appear in Add Application Backup dialog box.

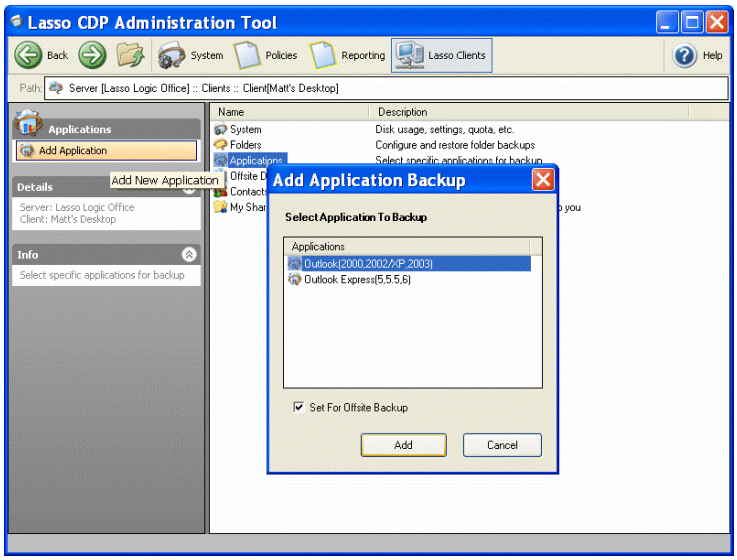

Figure 44

4.4.7.2 Active Directory

Please note that Active Directory cannot be added from the Administration Tool.
Step 1: Open the Lasso client on the Domain Controller

Step 2: Go to Applications and add Active Directory.
(Please see '1.3.5. 4 - MS Active Directory' section of the Client Guide for additional information.)
Options available to edit for Active Directory via the Administration Tool are:

- Configure Authentication - (Trusted Connection or manually specify username/password)
- Configure Backup Interval - (Monthly, Biweekly, Weekly, Daily)
- Backup Offsite - Send data offsite
- Remove Server Application - Stop backing up Active Directory

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4.4.7.3 Microsoft Exchange

Please note that Exchange cannot be added from the Administration Tool.

Step 1: Open the Lasso client on the Exchange server

Step 2: Go to Applications and add Microsoft Exchange.
(Please see '1.3.5.2 - Microsoft Exchange' section of the Client Guide for additional information.)
Options available to edit for Exchange via the Administration Tool are:

- Backup Offsite - Send data offsite
- Remove Server Application - Stop backing up Exchange

If for any reason you are unable to use the Lasso agents or you would prefer the manual backup of SQL and Exchange Microsoft has excellent instructions on how to do this.

http://msdn.microsoft.com/library/default.asp?url=/library/en-us/adminsql/ad_bkprst_9zcj.asp
http://www.microsoft.com/technet/prodtechnol/exchange/2000/library/reskit/resguide/c28back.mspx
http://support.microsoft.com/?scid=kb;en-us;296788&spid=1773&sid=78

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4.4.7.4 Restore Application

Step 1: **Select the application** that you want to restore.

Step 2: In the left window pane, select **Restore a File Version**.

Step 3: **Select the file version** for restore and then the directory that you want to restore to and click **Save to Location** *(Figure 45)*.

Note: Remote Folder Restore via Administration tool will be restored locally by default. For use by client restored folder must be sent to client machine. Make sure the file is saved in the appropriate root folder on the Client.

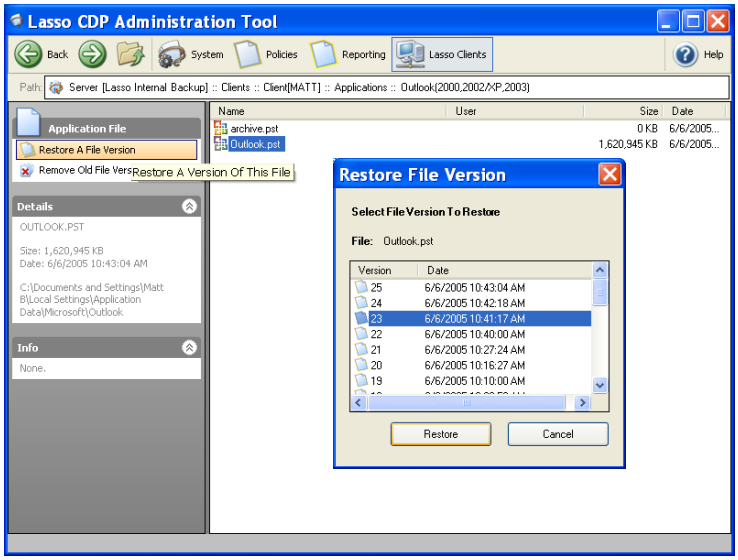

Figure 45

4.4.7.5 Remove Application

Step 1: **Highlight** the application you wish to remove.

Step 3: Select **Remove Application** from the left window pane.

Step 3: Click **Yes** at the warning screen to complete *(Figure 46)*.

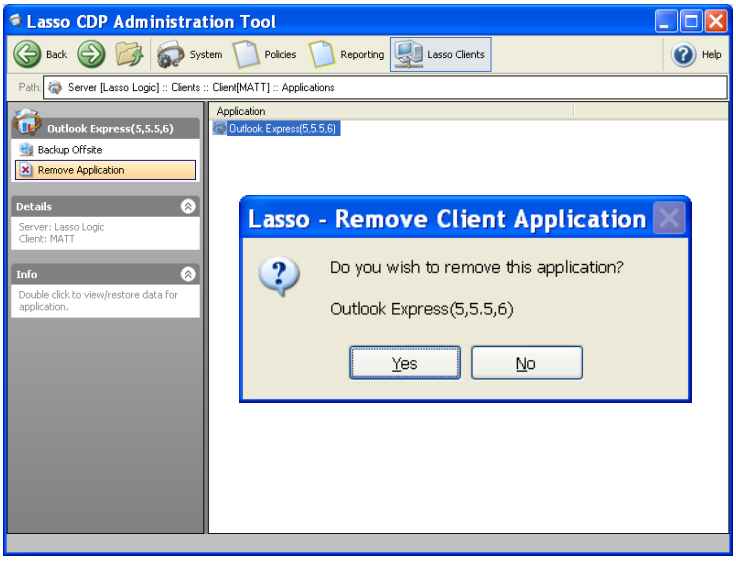

Figure 46

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4.4.8 Manage Offsite Data

4.4.8.1 Add Folder for Offsite Backup

In the Lasso Client Offsite Data section:

Step 1: **Highlight Offsite Folders** and select **Add Offsite Folder** from the left window pane.

Step 2: **Highlight** the folder you want to set for offsite backup.

Step 3: Click **Add** to complete *(Figure 47)*.

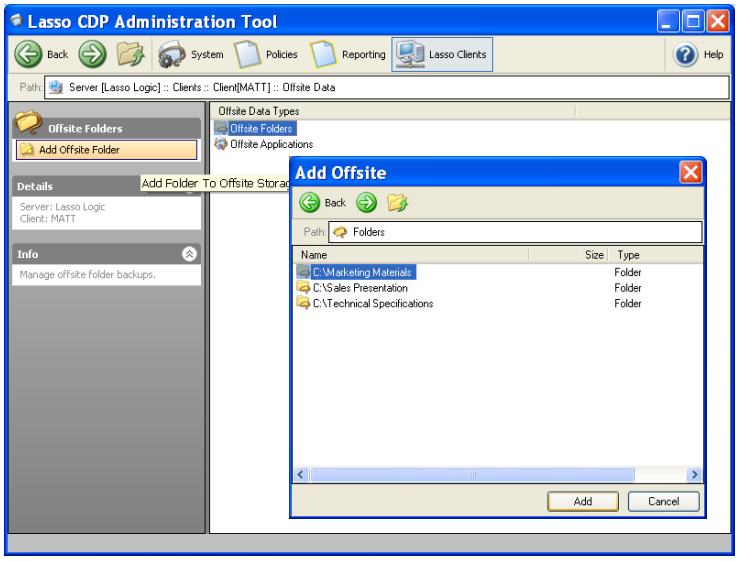

Figure 47

4.4.8.2 Add Application for Offsite Backup

In the Lasso Client Offsite Data section:

Step 1: **Highlight Offsite Applications** and select **Add Offsite Application** for the left window pane.

Step 2: **Highlight the application** you want to set for offsite backup.

Step 3: Click **Add** to complete *(Figure 48)*.

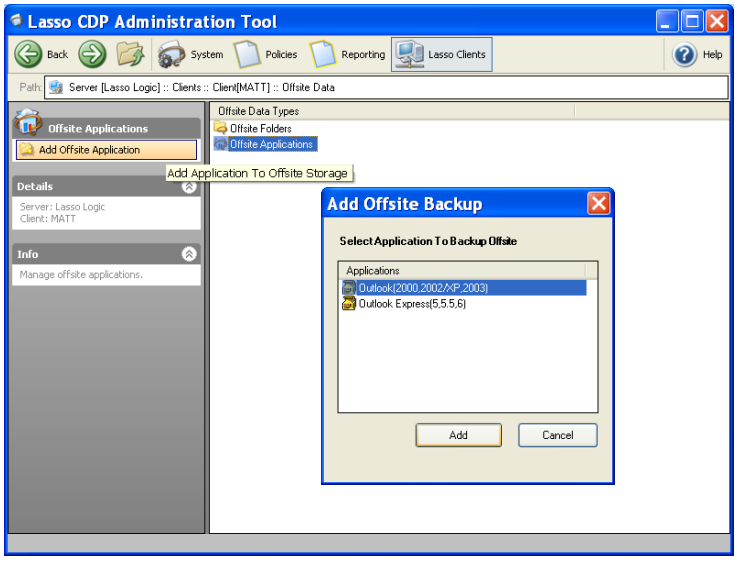

Figure 48

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4.4.9 Contacts

Manage contacts for remote access and file sharing.

4.4.9.1 Add Contact

In the Lasso Client Contacts section:

Step 1: Select **Add Contact** from the left window pane.

Step 2: **Enter Contact Name and Email** into the window

Step 3: Click **Save** to complete *(Figure 49)*.

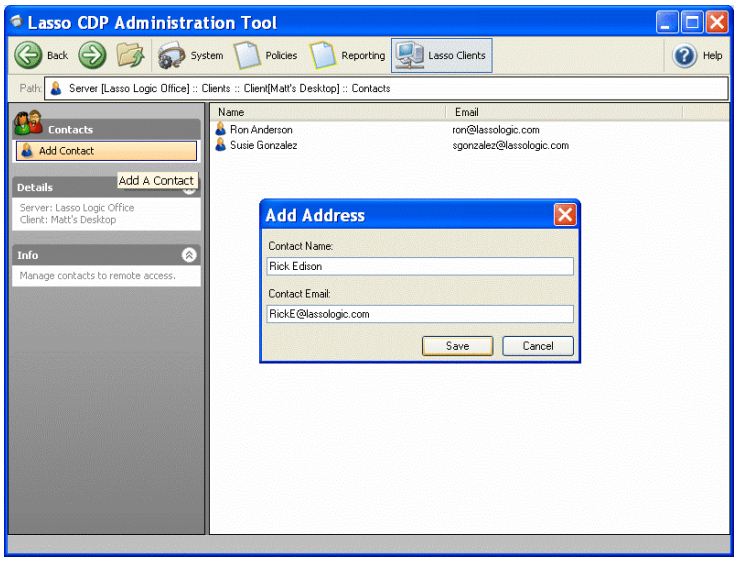

Figure 49

4.4.9.2 Add Folder Share

In the Lasso Client Contacts section:

Step 1: **Highlight the contact** you want to share a folder with.

Step 2: Select **Add Folder Share** in the left window pane. In the Folder window pane, select the folder to share.

Step 3: Click **Add** to complete *(Figure 50)*.

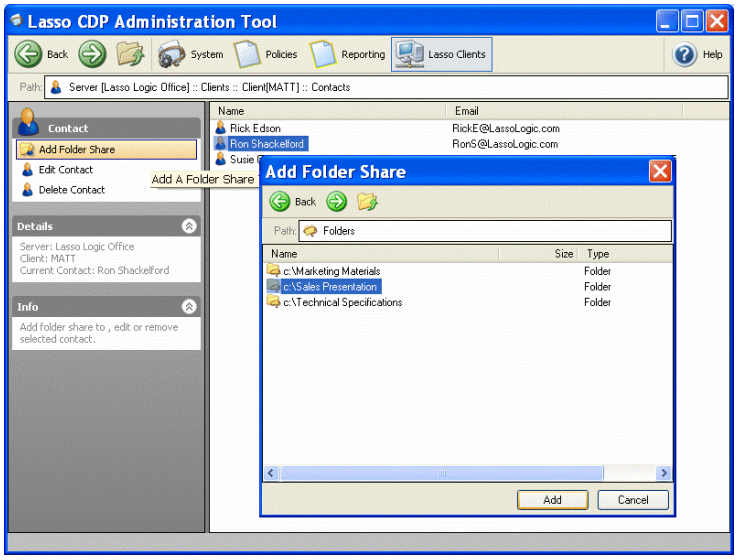

Figure 50

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4.4.9.3 Remove Folder Share

In the Lasso Client Contacts section:

Step 1: **Double click on the contact** you want to remove a folder share from.

Step 2: **Highlight** the appropriate folder and select **Remove Folder Share** in the left window pane.

Step 3: Select **Yes** to complete *(Figure 51)*.

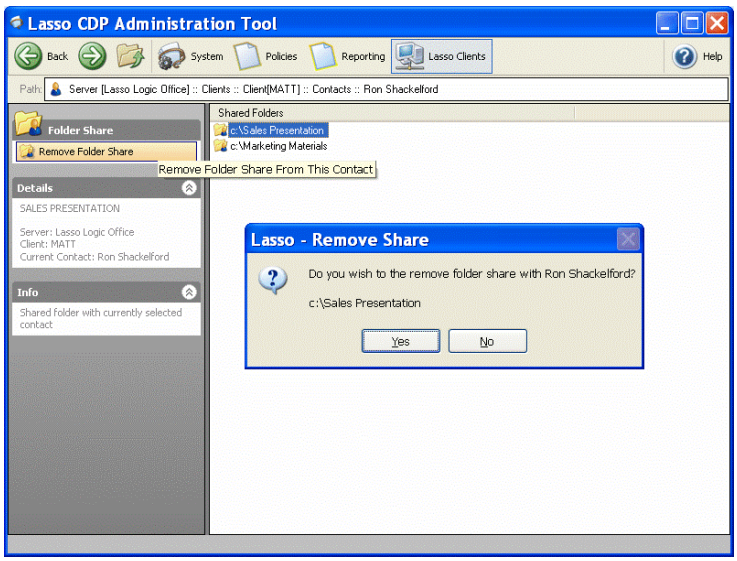

Figure 51

4.4.9.4 Edit Contact

In the Lasso Client Contacts section:

Step 1: **Highlight the contact** you want to edit.

Step 2: Select **Edit Contact** in the left window pane.

Step 3: Enter the new **Contact Name** and click **Save** *(Figure 52)*.

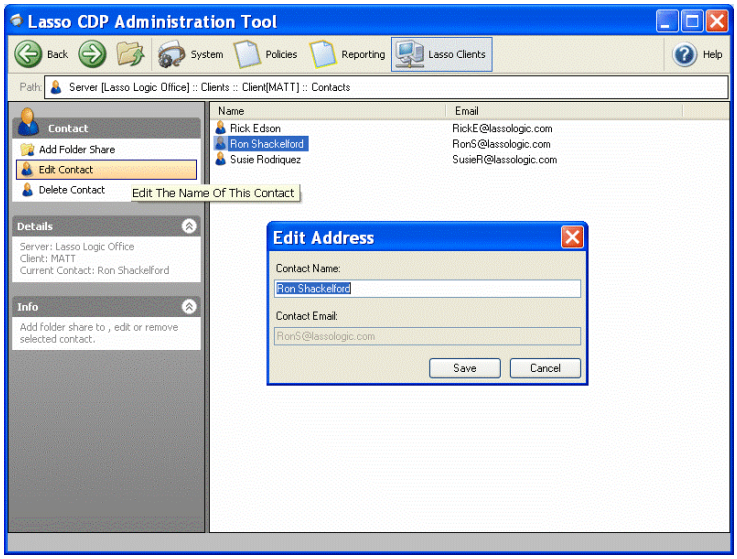

Figure 52

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4.4.9.5 Delete Contact

In the Lasso Client Contacts section:

Step 1: **Highlight the contact** you want to delete.

Step 2: Select **Delete Contact** in the left window pane.

This process will remove the Contact and all associated shares *(Figure 53)*.

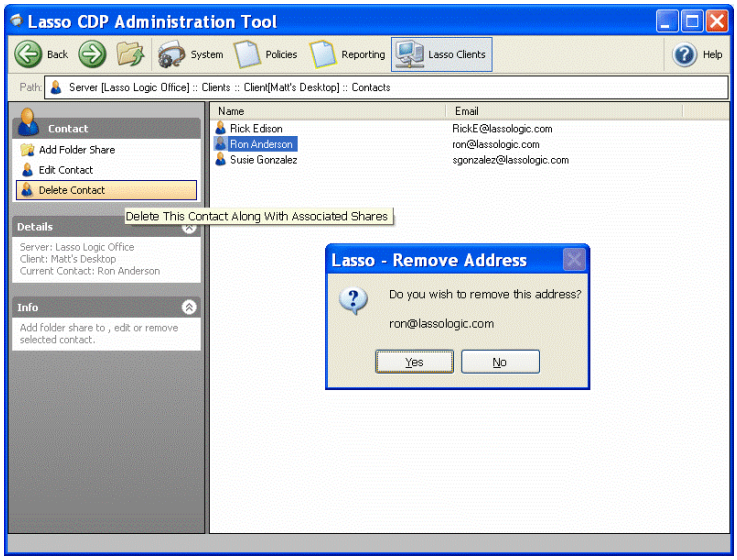

Figure 53

4.4.10 Share for Client

View all shared data from and accessible to an individual Client.

4.4.10.1 Save to Location

In the Lasso Client Contacts section:

Step 1: **Highlight** the folder.

Step 2: Select **Save To Location** in the left window pane.

Step 3: A window will appear and **Save the Folder** in the desired location *(Figure 54)*.

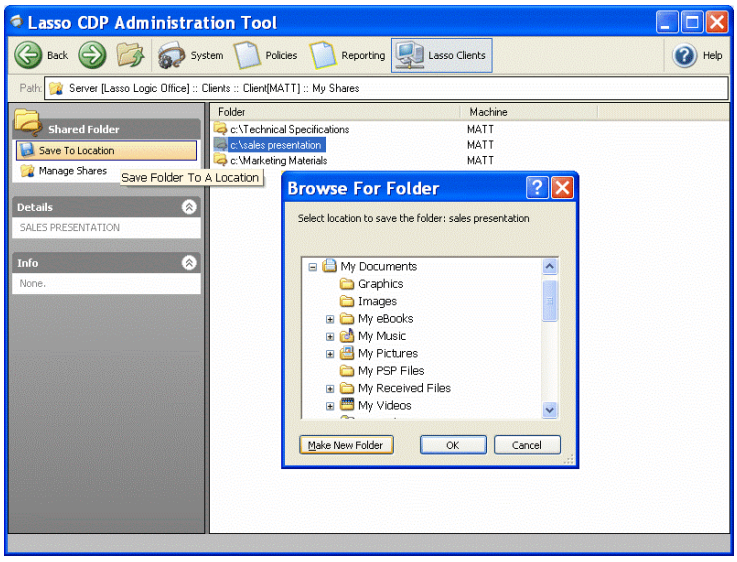

Figure 54

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4.4.10.2 Manage Shares

Any folder set for backup can be shared with employees, customers, partners, etc.

To share a folder: *(Figure 55)*

Step 1: **Highlight** the folder and select **Manage Shares** from the left window pane.
Manage Shares shows current shares for this folder.

Step 2: Select **Add New Share** to find an existing contact or a local Lasso Client you want to share the folder with.

Step 3: **Select the contact** or client and click **Share** to complete the process.

Note: A new contact must be added in the Contacts section.

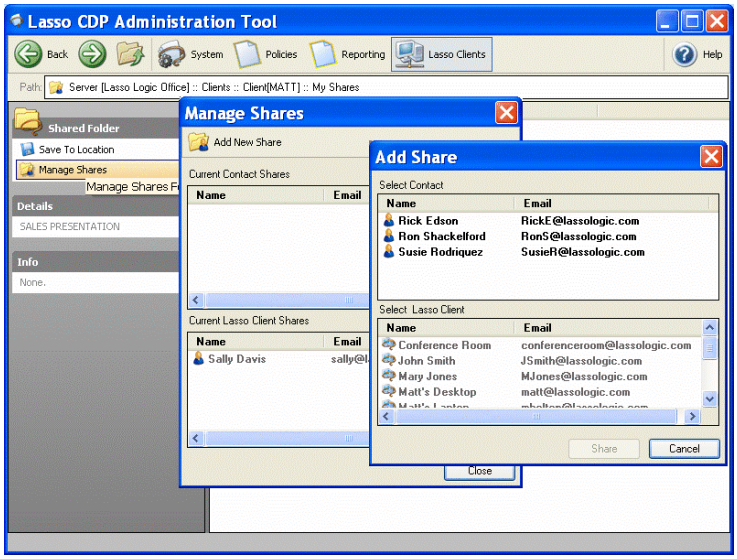

Figure 55

To delete a folder share: *(Figure 56)*

Step 1: **Highlight** the folder

Step 2: Select **Manage Shares** from the left window pane.

A window labeled Manage Shares will appear that shows current contacts share for this folder.

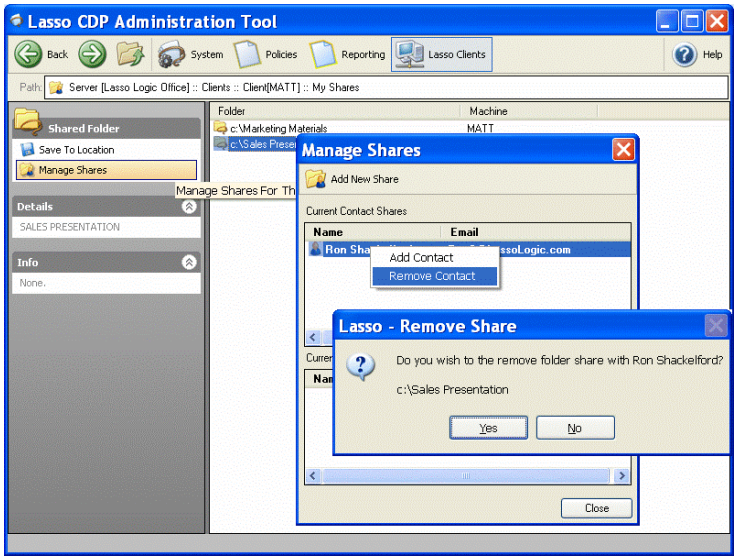

Figure 56

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5 Disaster Recovery

5.1 Client

If a PC/Laptop should experience an event that results in data loss, you will still be able to recover any data that you had defined for backup.

Step 1: If your PC should become inoperable, please follow the prescribed restore procedures of the system which may include the re installation of the operating system, applications, or even a new PC.

Step 2: Once the system(s) is operable again, reinstall the Lasso CDP client software on each affected computer using the software provided by Lasso Logic. Enter the same user name and email address that you entered during your initial installation for the reinstall.

Note: If you are using a new PC, it must have the same Computer Name as the previous machine in order to re-synch the data from the Lasso CDP Appliance.

Step 3: Connect the Client to the Lasso CDP Appliance and click Folders. Previously backed up folders and applications will be displayed and will be ready for downloading to the restored workstation. Simply select the directory that you want to restore and click Save To Location. Select a restore destination and click OK.

6 Support

6.1 On Line Support

Please be sure to read our Frequently Asked Questions and On-line Help at http://www.lassologic.com/support.htm.

6.2 Telephone Support

Telephone support is available free of charge for the initial setup of your newly purchased Lasso CDP products. Call **415-357-9688** between 9:00 a.m. and 7:00 p.m. PST. When contacting Technical Support, be sure to have your Lasso Logic License Key available.

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